Accounts Receivable Reports

Student Guide

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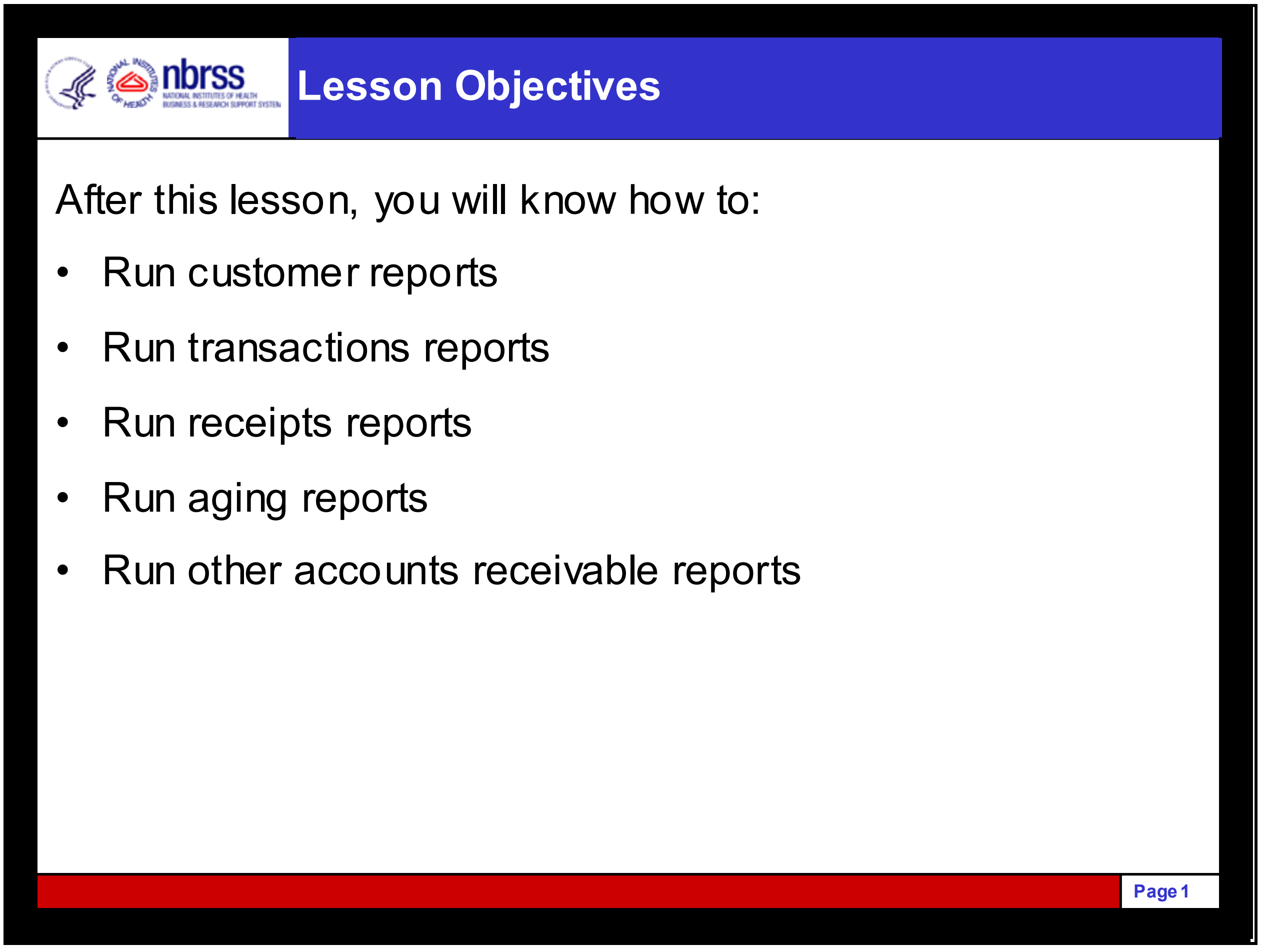
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM
Sponsored Travel Accounts Receivable Reports
Track 2 End User Training
October 2003

Lesson Objectives



Accounts Receivable Reports

Oracle Financial Applications provides standard reports to help you manage your receivables.

- Reports related to Customer Records
  - Customer Listing Detail
  - Customer Listing Summary
  - Duplicate Customer Report
- Reports related to Transactions
  - Transaction Detail Report
  - Adjustments Register
- Reports related to Receipts
  - Unapplied Receipt Register
  - Receipt Register
  - Reversed Receipts Report

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Accounts Receivable Reports

- Reports related to Customer Account Balances
  - Billing and Receipt History
  - Account Status Report
  - Aging Report
- Other Accounts Receivable Reports
  - AR Reconciliation Report
  - Journal Entries Report
  - Unposted Items Report

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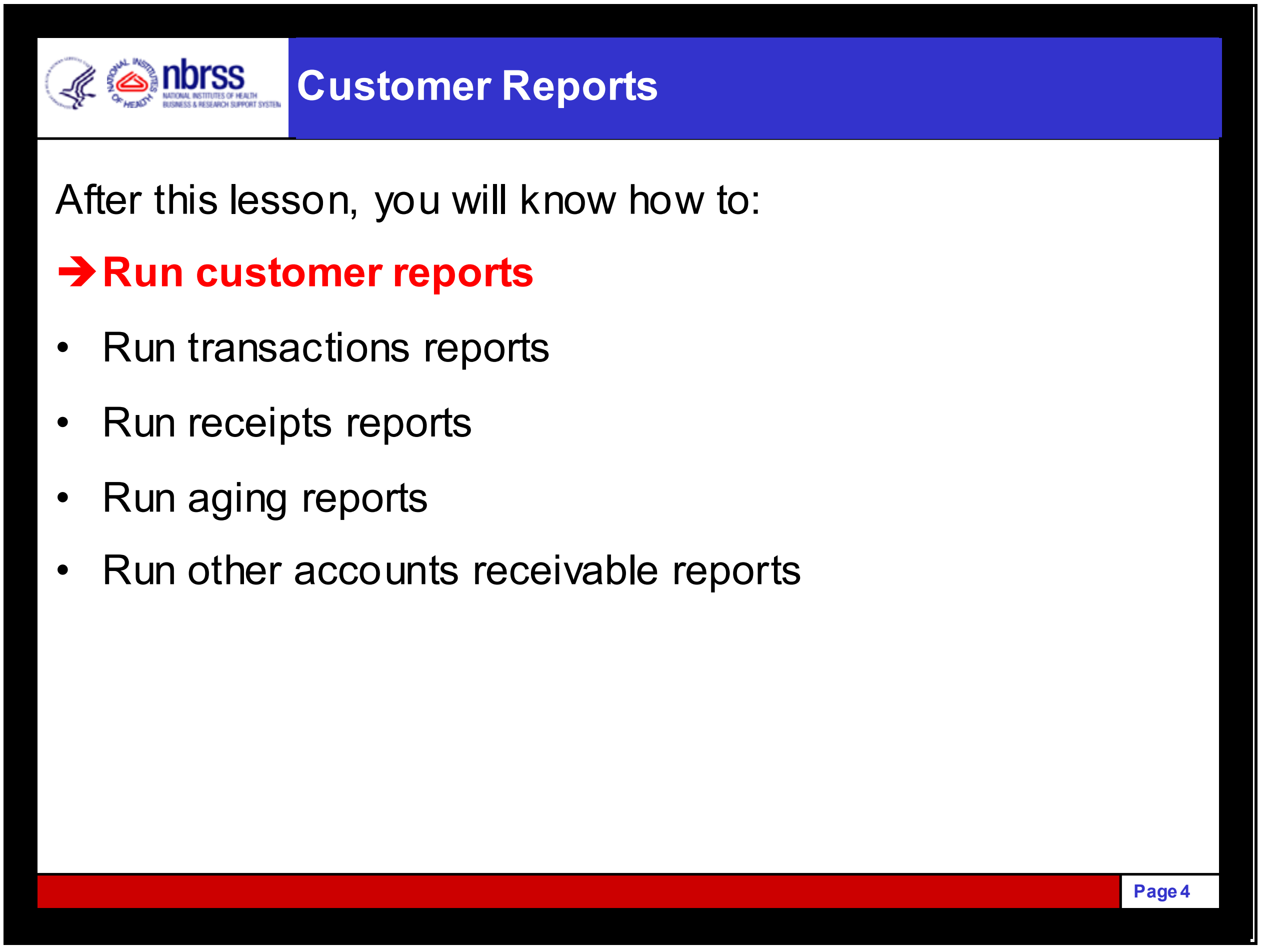


Customer Listing Detail and Summary Report

Duplicate Customer Report

Customer Listing - Summary Report

The navigation path to this report is **N > Reports > Listing**

<u>Selected Report Parameters</u>

Order By: Select Customer Name or Customer Number from the **LOV**

Customer Name Range: Select a customer or range of customers for the report from the **LOV**

Customer Number Range: Select a customer or range of customers for the report from the **LOV**

Site Range: Select a site or range of sites from the **LOV**.

City Range: Select a city or range of cities from the **LOV**.

State Range: Select a state or range of states from the **LOV**.

Zip Code Range: Select a zip code or range of zip codes from the **LOV**.

Customer Status Range: Select a customer status range from the **LOV**.

Customer Listing - Detail Report

The navigation path to this report is **N > Reports > Listing**

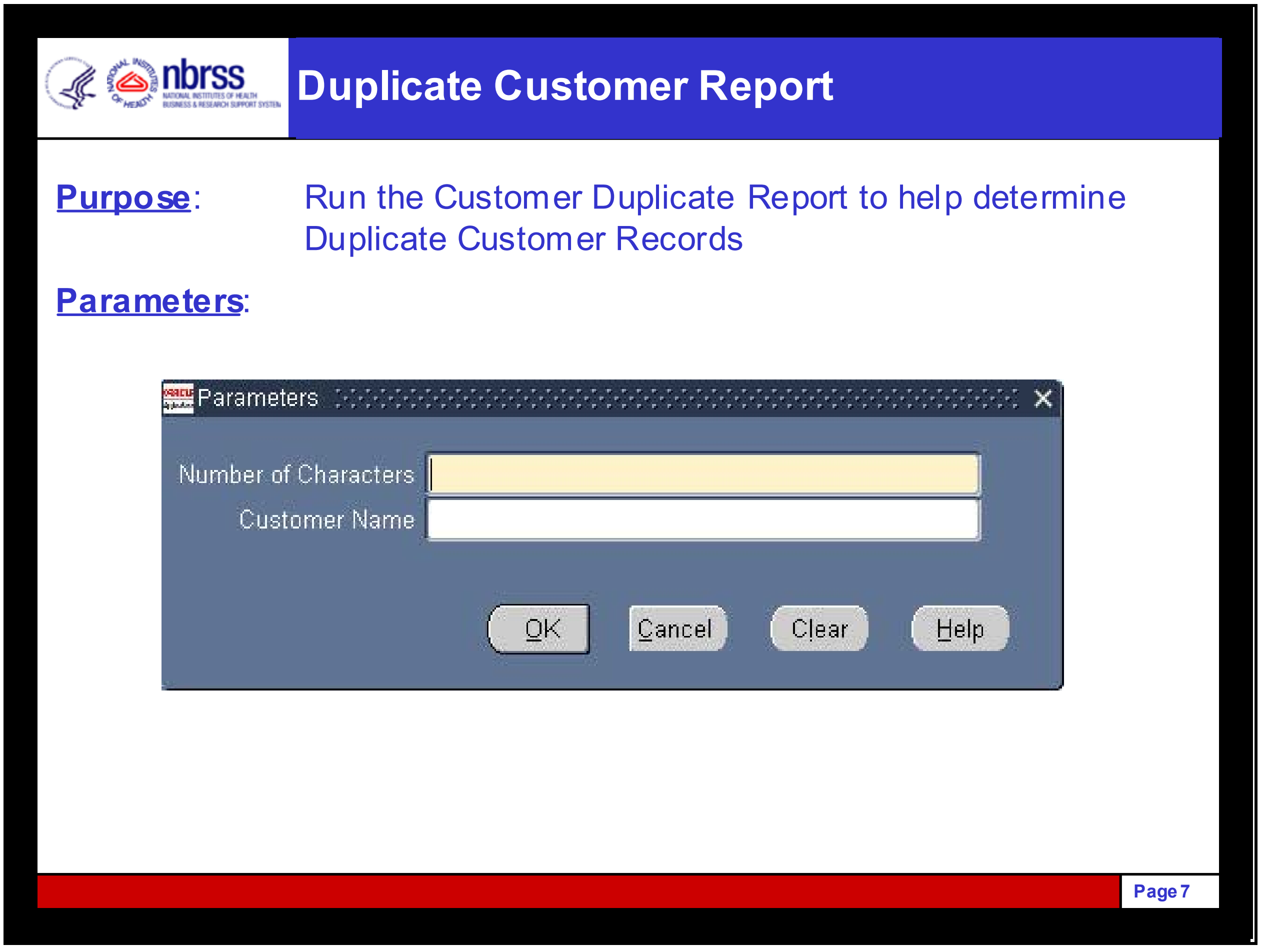
<u>Report Parameters</u>

Order By: Select Customer Name or Customer Number from the **LOV**

Customer Name Range: Select a customer or range of customers for the report from the **LOV**

Customer Number Range: Select a customer or range of customers for the report from the **LOV**

Duplicate Customer Report

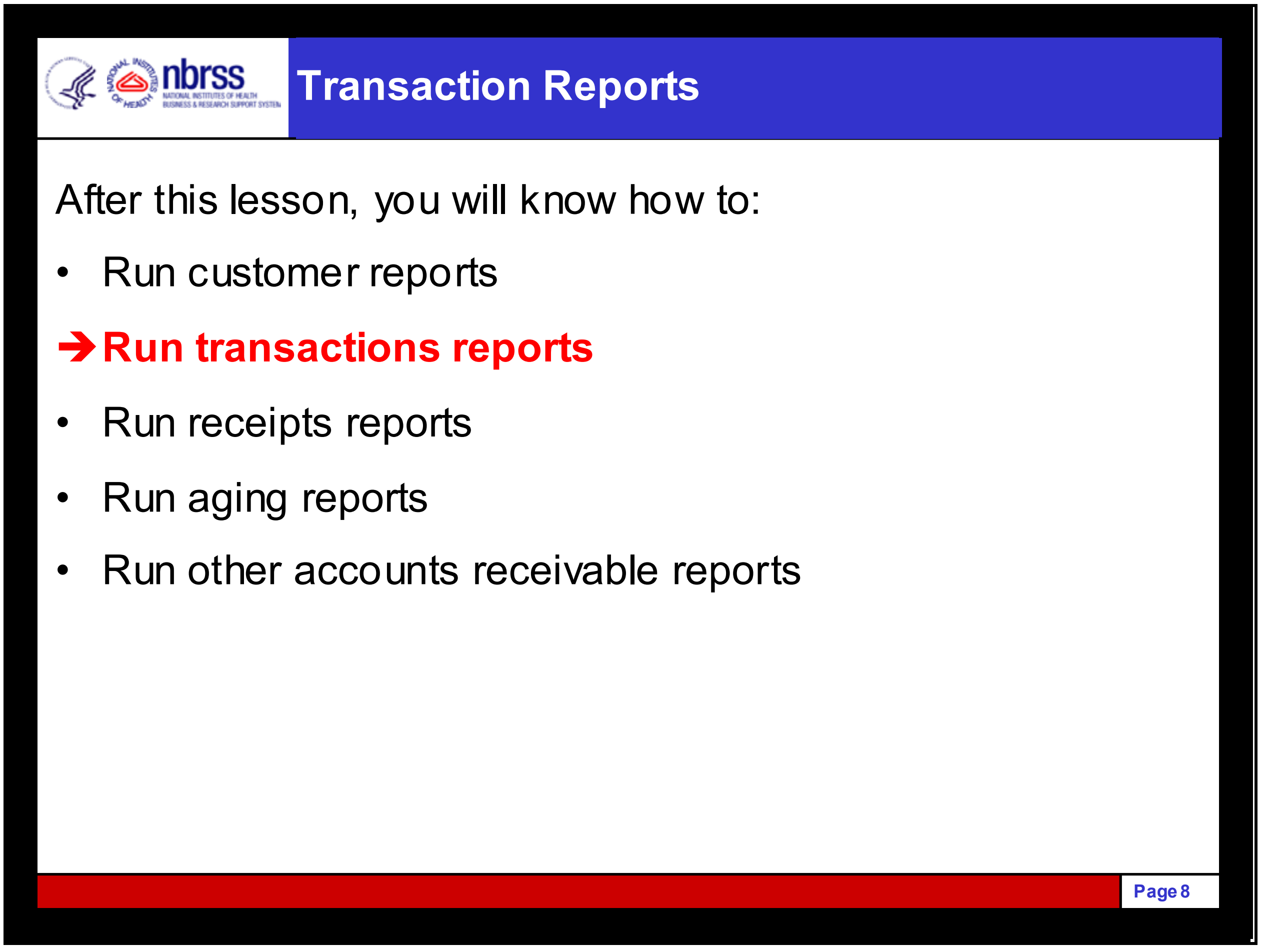


Report Parameters

Customer Name: To restrict the search to a specific name, enter a customer name (optional).

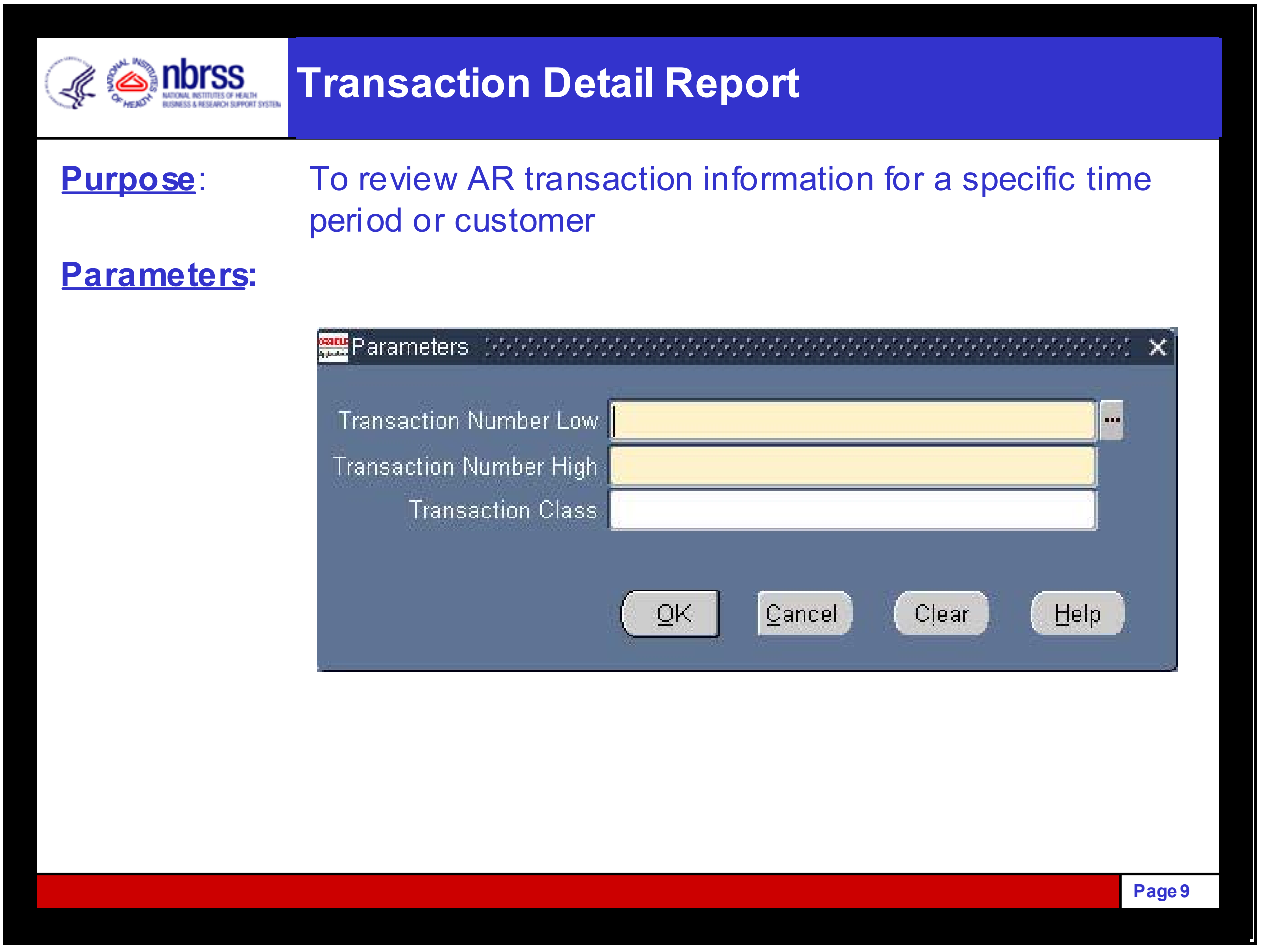
Number of Characters: Enter the number of characters that you think should be the same, for the customer names to be deemed as potential duplicates.

Transaction Reports



Transaction Detail Report
Adjustments Register Report

Transaction Detail Report



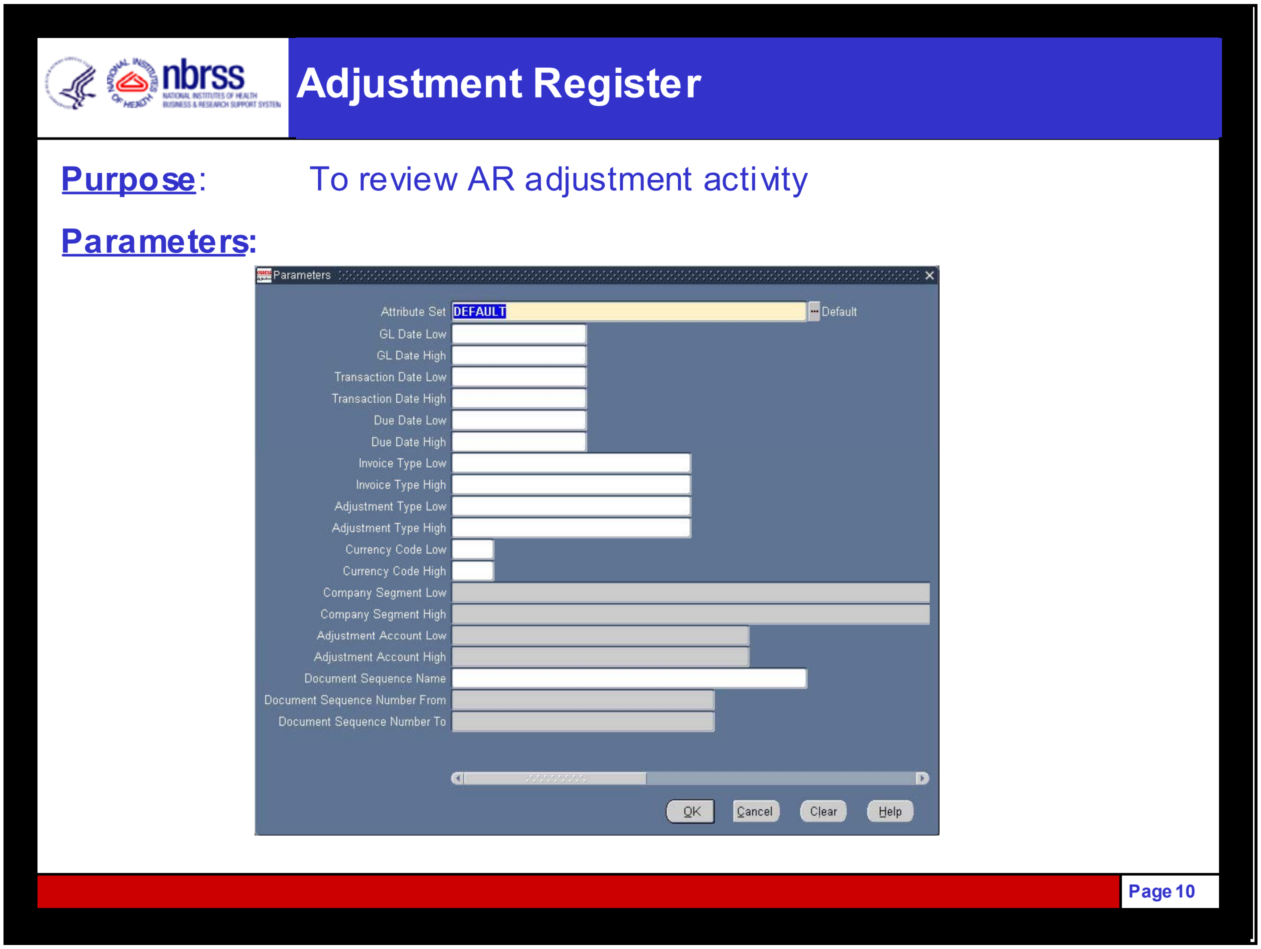
The navigation path for this report is **N > Reports > Listing**

<u>Report Parameters</u>

Transaction Number Range: Enter a transaction number range

Transaction Class: Select a transaction class from the **LOV**

Adjustment Register



The navigation path for this report is **N > Reports > Listing**

<u>Selected Report Parameters</u>

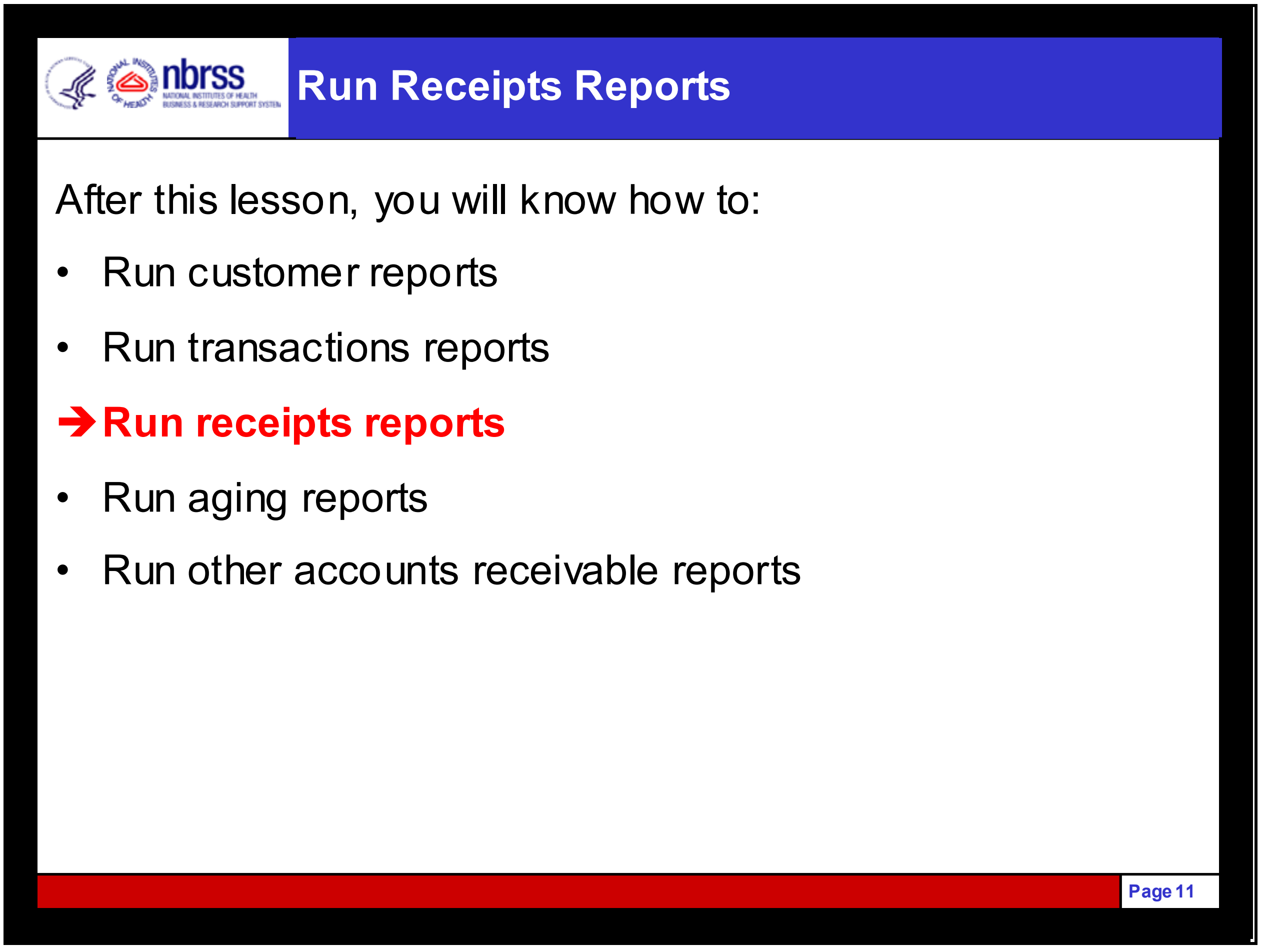
GL Date Range: Enter the GL date range of the adjustment

Transaction Date Range: Enter the Transaction Date range

Due Date Range: Enter a range of due dates for the transactions

Invoice Type Range: Enter the invoice type range. For one type, enter the same value in each field

Adjustment Type Range: Enter the adjustment type range. For one type, enter the same value in each field



Unapplied Receipt Register
Receipt Register
Reversed Receipts Report

The navigation path to this report is **N > Reports > Accounting**

<u>Report Parameters</u>

Format Option: Select Detailed or Summary from the **LOV**

Receipt GL Date Range: Enter a date or date range when the receipts were entered into the NBS by the Cashiers Office

Currency Code: Leave blank or enter **USD**

Customer Name Range: Select a customer or range of customers for the report from the **LOV**

Customer Number Range: Select a customer or range of customers for the report from the **LOV**

Batch Name Range: Select a receipt batch name or range of receipt batches from the **LOV** (Receipt batches are sequentially numbered)

Batch Source Name Range: Select Sponsored Travel from the **LOV**

Receipt Number Range: Receipt number field is used to hold the check number

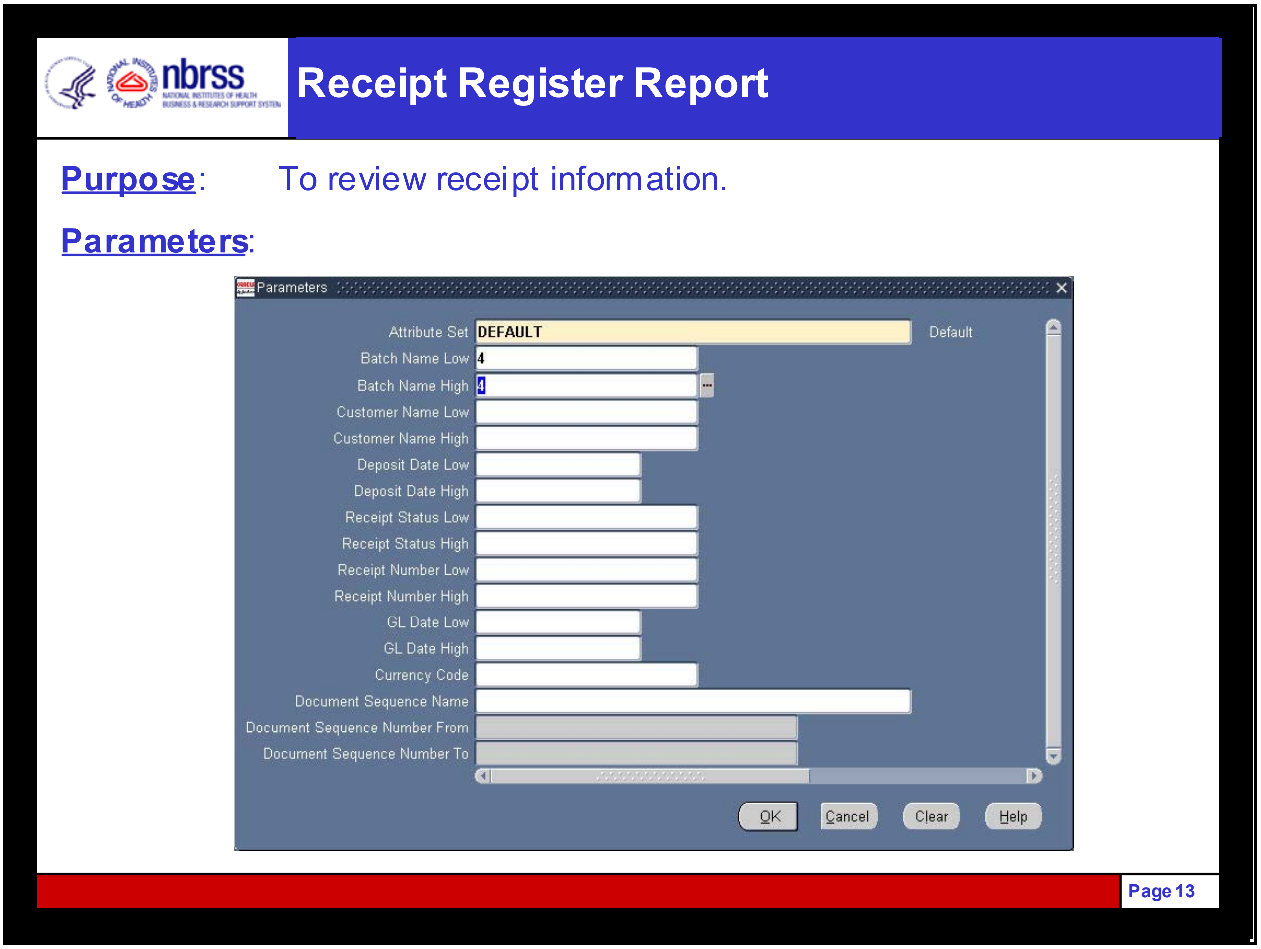
If you want to run the report for a single value instead of a range, populate the same value in the **Low** and **High** fields

The first section of the report lists the unapplied receipts for each customer.

The second section lists the unidentified receipts. Unidentified receipts have not be assigned to a customer.

The report provides you with the payment batch name, the payment date, and the amount of the receipt that is unapplied.

<u>Note</u>: The NIH does not currently utilize the on-account functionality.



The navigation path to this report is **N** > **Reports** > **Accounting**

Report Parameters

Batch Name Range: Select Detailed or Summary from the **LOV**

Customer Name Range: Select a customer or range of customers for the report from the **LOV**

Deposit Date Range: Enter a date or date range when the receipts were deposited by the Cashiers Office

Receipt Status Range: Select a receipt status or range of statuses from the **LOV**

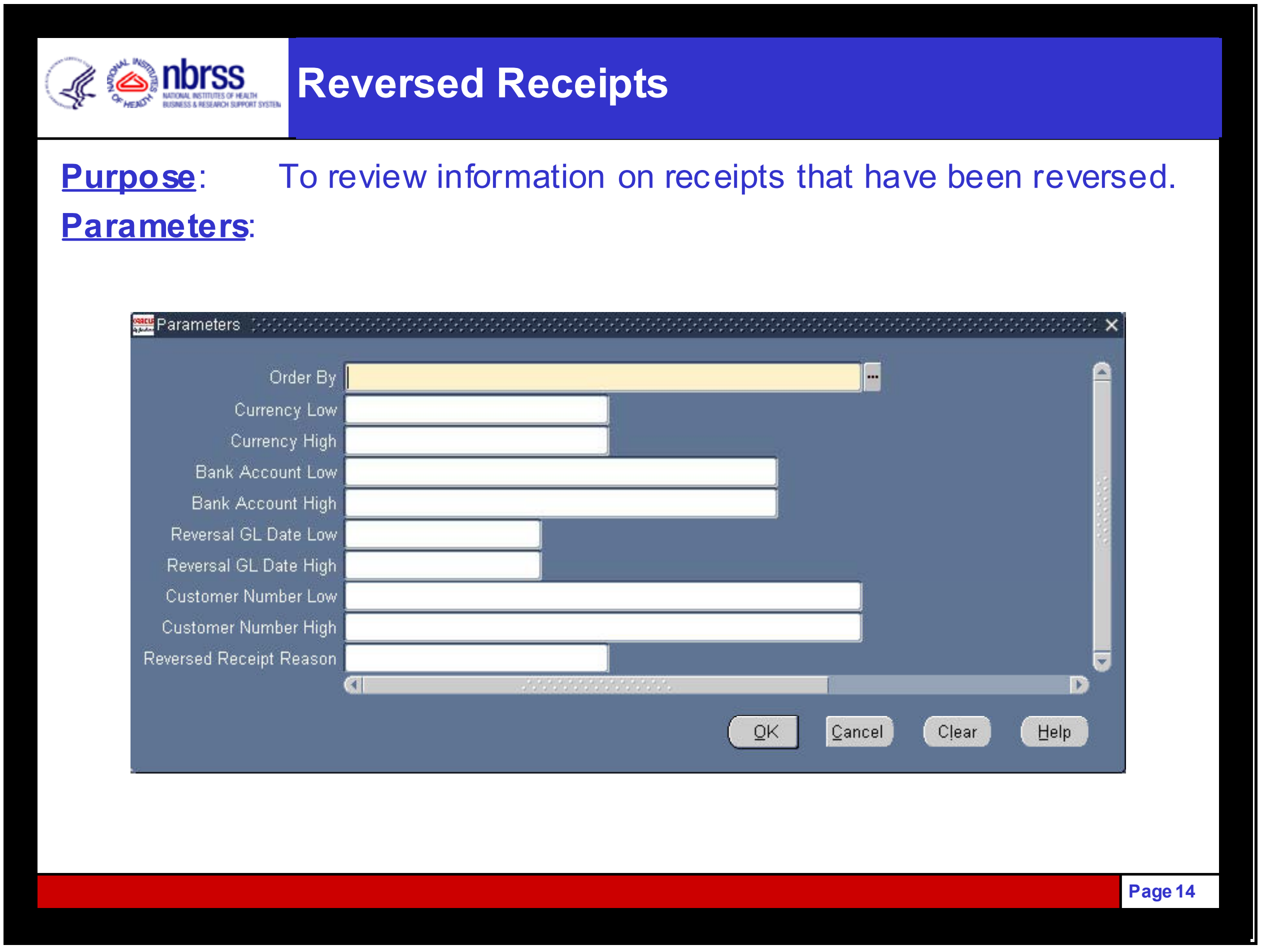
Receipt Number Range: Receipt number field is used to hold the check number

GL Date Range: Enter a date or date range when the receipts were entered into the NBS by the Cashiers Office

Currency Code: Leave blank or enter **USD**

If you want to run the report for a single value instead of a range, populate the same value in the **Low** and **High** fields

Reversed Receipts



The navigation path to this report is **N > Reports > Accounting**

<u>Report Parameters</u>

Order By: Select Customer **LOV**

Currency Range: Leave blank or enter **USD**

Bank Account Range: Leave blank or select a bank account range from the **LOV**

Reversal GL Date Range: Enter a date or date range when the receipts were reversed

Customer Number Range: Select a customer number or range of customer numbers for the report from the **LOV**

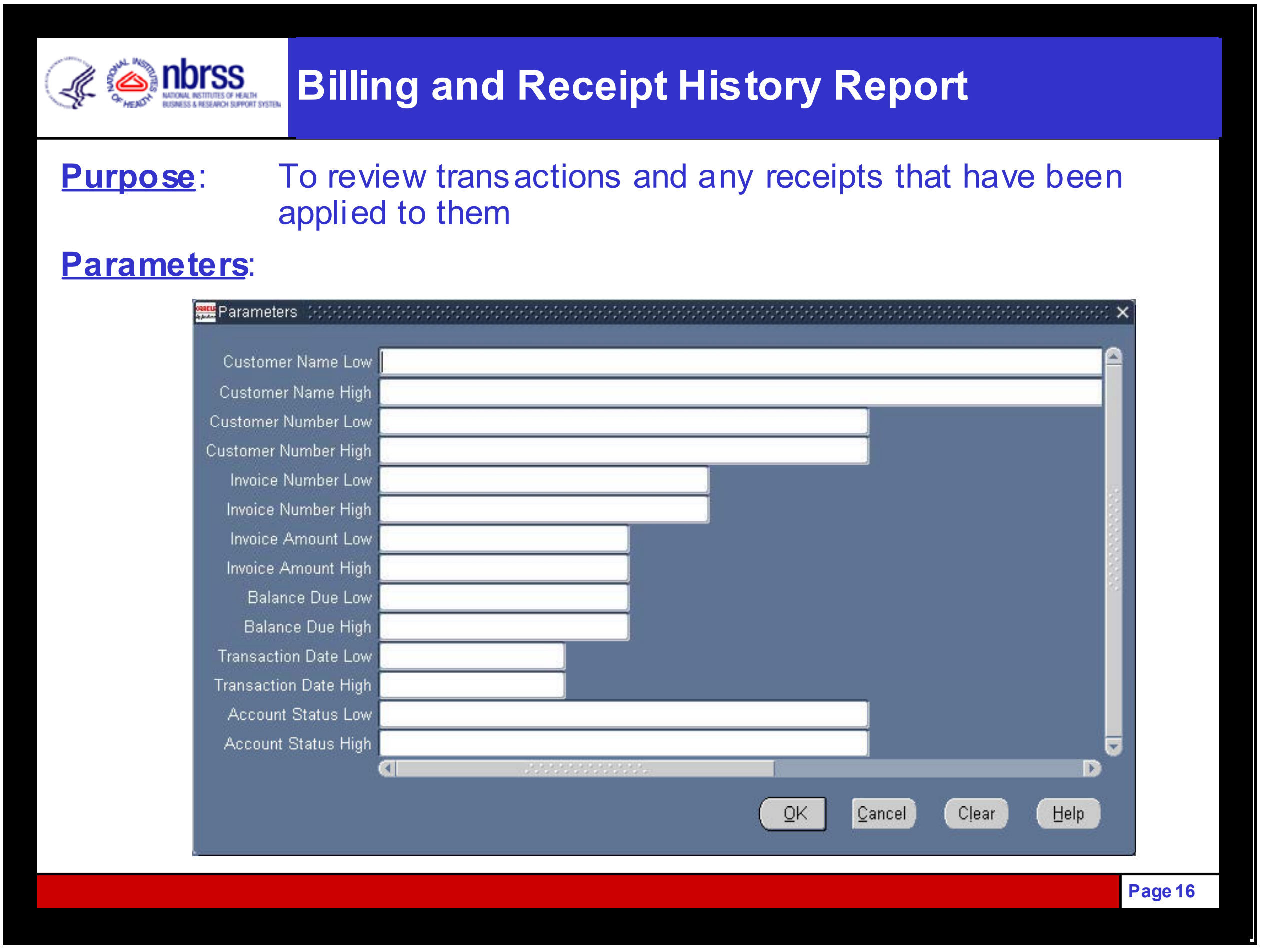
Reversed Receipt Reason: Select a reversal reason from the **LOV** or leave blank for all reasons

If you want to run the report for a single value instead of a range, populate the same value in the **Low** and **High** fields

Running Aging Reports

Billing and Receipt History Report
Account Status Report
Aging – 4 Buckets Report

Billing and Receipt History Report



The navigation path to this report is **N > Reports > Collections**

<u>**Selected Report Parameters**</u>

Customer Name Range: Select a customer range from the **LOV**

Customer Number Range: Select a customer range from the **LOV**

Invoice Number Range: Select an invoice number range from the **LOV**

Invoice Amount Range: Enter an invoice amount range

Balance Due Range: Enter a balance due range

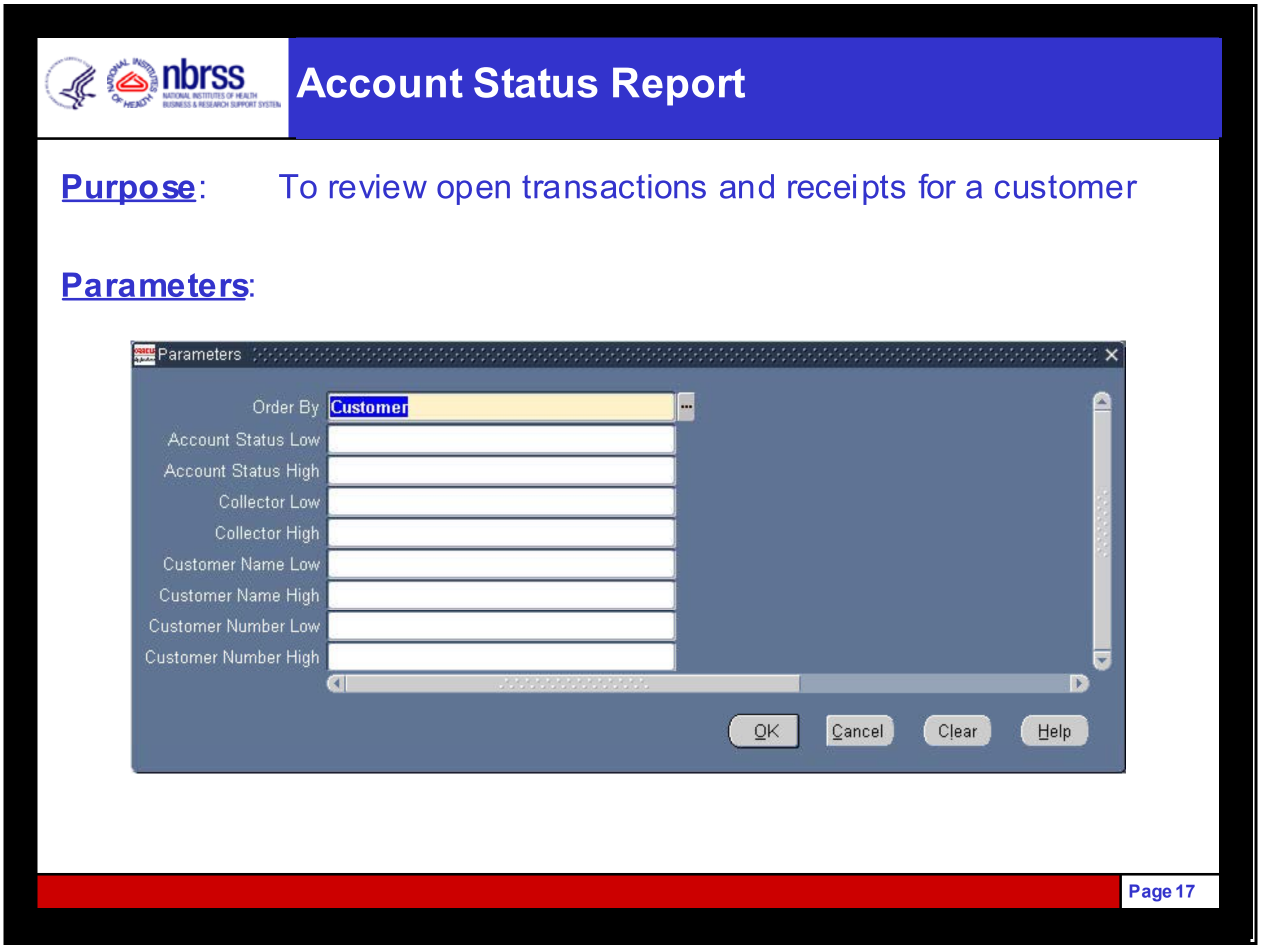
Transaction Date Range: Select transaction date range from the **LOV**

Account Status Range: Do not use

For all range fields, if you want the report to run for a single value, enter the same value in the low and high fields.

The Billing and Receipt History Report displays the transactions and receipts segregated by customer for a given date range. The report displays both open and closed transactions.

Account Status Report



The navigation path to this report is **N > Reports > Collections**

<u>Selected Report Parameters</u>

Order By: Leave default value of Customer

Account Status Range: Do not use

Collector: Do not use

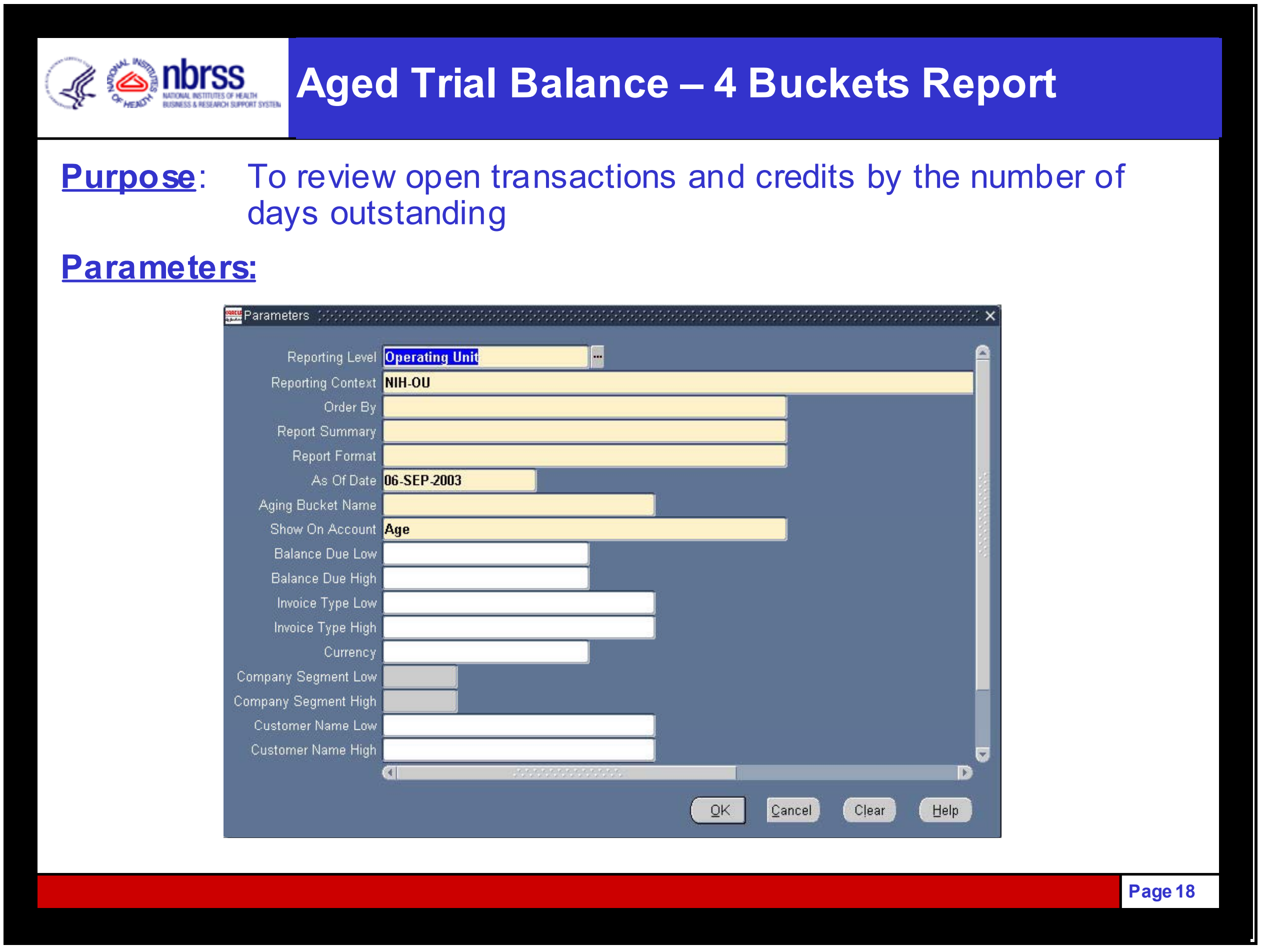
Customer Name Range: Select a customer name range from the **LOV**

Customer Number Range: Select a customer number range from the **LOV**

The Account Status Report displays all the open transactions for a customer, including the original amount, the balance due, and the due date. In addition, the account status report displays any unapplied receipts.

The Account Status Report segregates transactions for a customer by location.

Aged Trial Balance – 4 Buckets Report



The navigation path to this report is **N > Reports > Collections**

<u>Selected Report Parameters</u>

Order By: Use the **LOV** to select the order in which you want the information displayed

Report Summary: User the **LOV** to select the summary type

Report Format: Select Brief or Detailed from the **LOV**

As of Date: Enter the date as of which you want the information to display

Bucket Name: Use the **LOV** to populate **Standard**

Show on Account: Select Summarize or Age from the **LOV**

The four buckets include Current, 1-30 Days Past Due, 31 – 60 Days, and 61+ days.

Running Other AR Reports

Running Other AR Reports

After this lesson, you will know how to:

- Run customer reports
- Run transactions reports
- Run receipts reports
- Run aging reports

➔ Run other accounts receivable reports

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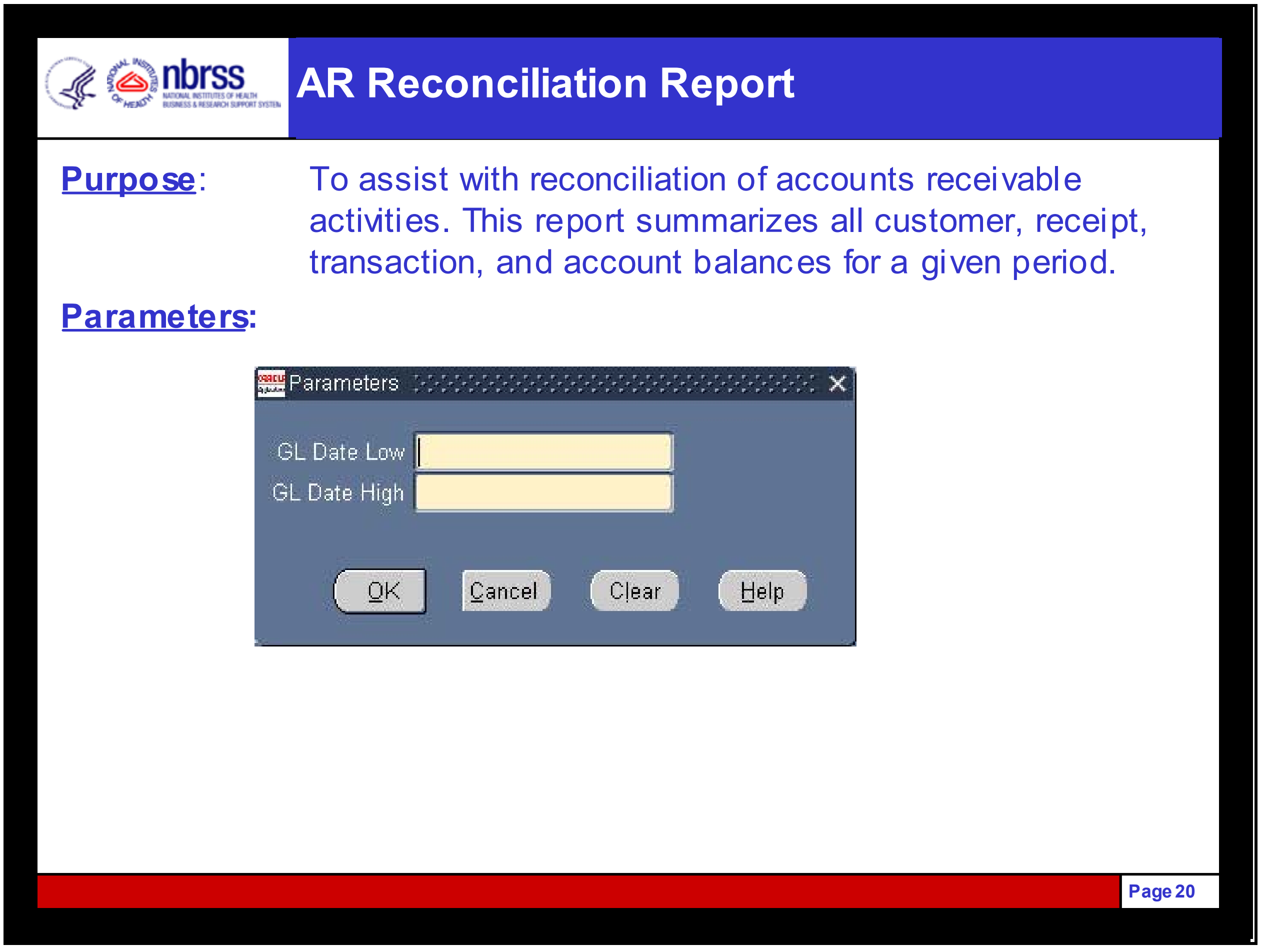
AR Reconciliation Report
Journal Entries Report
Unposted Items Report

AR Reconciliation Report



The navigation path for this report is **N > Reports > Accounting**

<u>Report Parameters</u>

GL Date Range: Enter the GL Date range for the report.

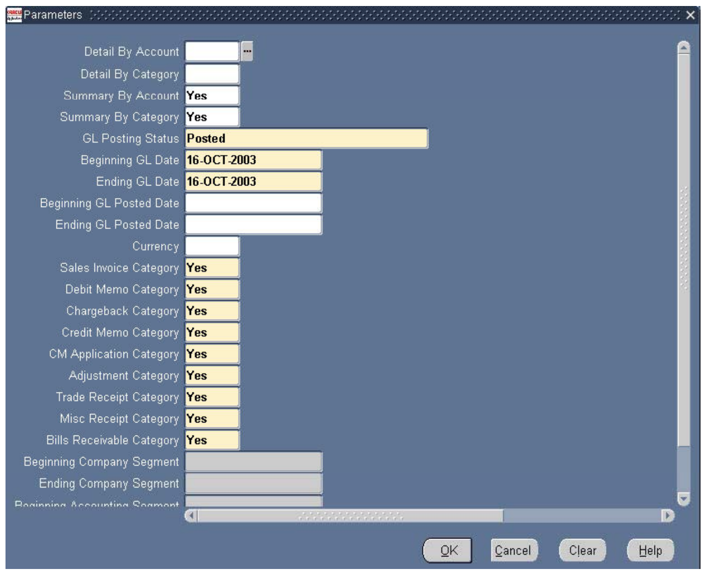
The report uses the following formula to help reconcile any outstanding receivable amounts:
Totals for Period – End of Period Balance = Difference

Journal Entries Report

Journal Entries Report

Purpose: To reconcile AR subledger with the General Ledger using the Account Analysis report in Oracle General Ledger

Parameters:



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The navigation path for this report is **N > Reports > Accounting**

Selected Report Parameters

Detail by Account: Select **Yes** if you would like the report to detail by account

Detail by Category: Select **Yes** if you would like the report to detail by category

Summary by Account: Select **Yes** if you would like the report to summarize by account

Summary by Category: Select **Yes** if you would like the report to summarize by category

GL Posting Status: Select Posted, Unposted or Posted and Unposted from the **LOV**

GL Date Range: Enter a GL Date range

GL Posting Date Range: Enter a GL Posting Date Range

Sales Invoice Category: Select Yes if you want sales orders to be displayed

Debit Memo Category: Select Yes if you want debit memos to be displayed

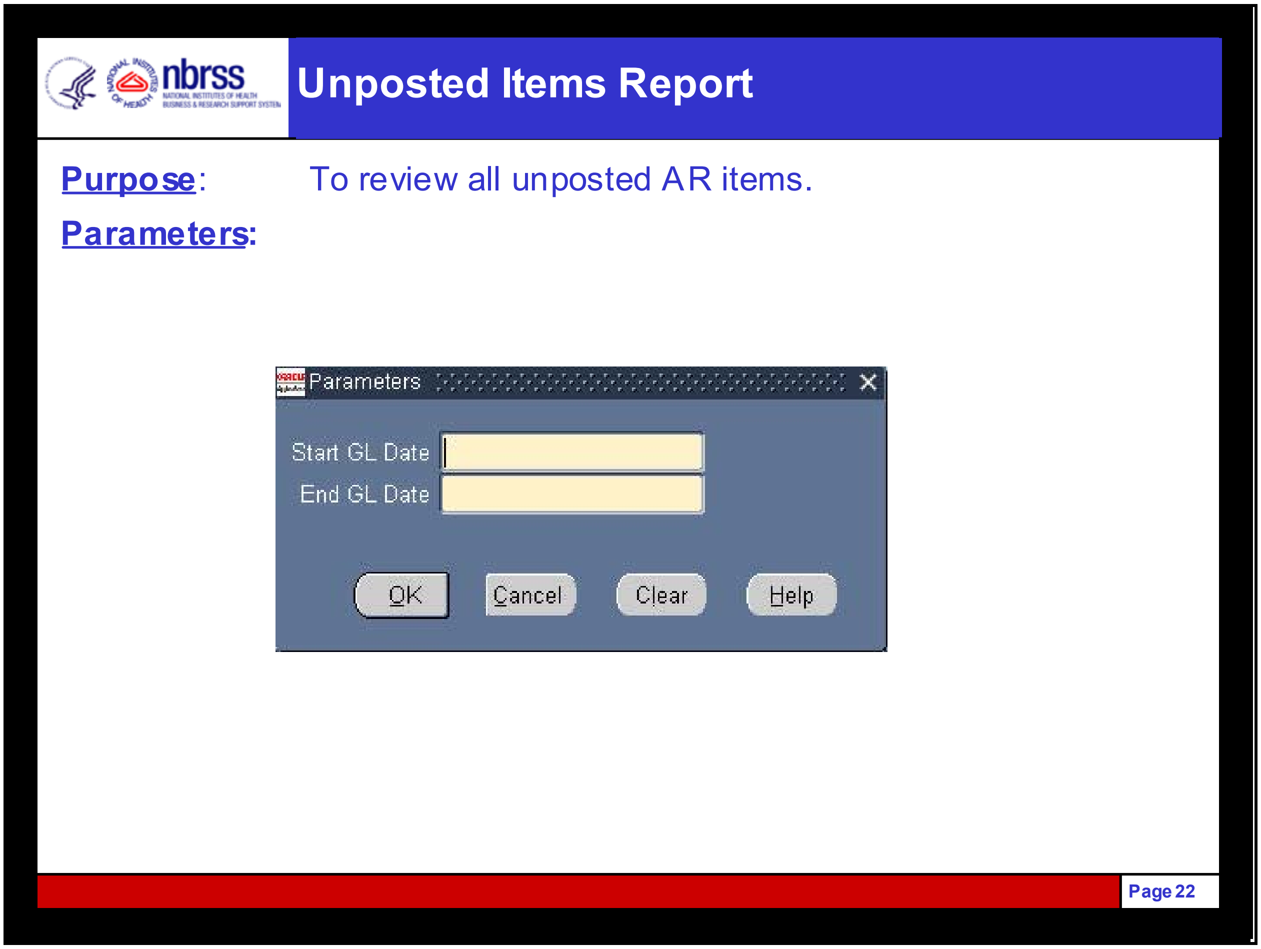
Adjustment Category: Select Yes if you want adjustments to be displayed

Trade Receipt Category: Select Yes if you want trade receipts to be displayed

Bills Receivable Category: Select Yes if you want bills receivable to be displayed

Category Segment Range: Select a fund range
Accounting Segment Range: Select a SGL range

Unposted Items Report



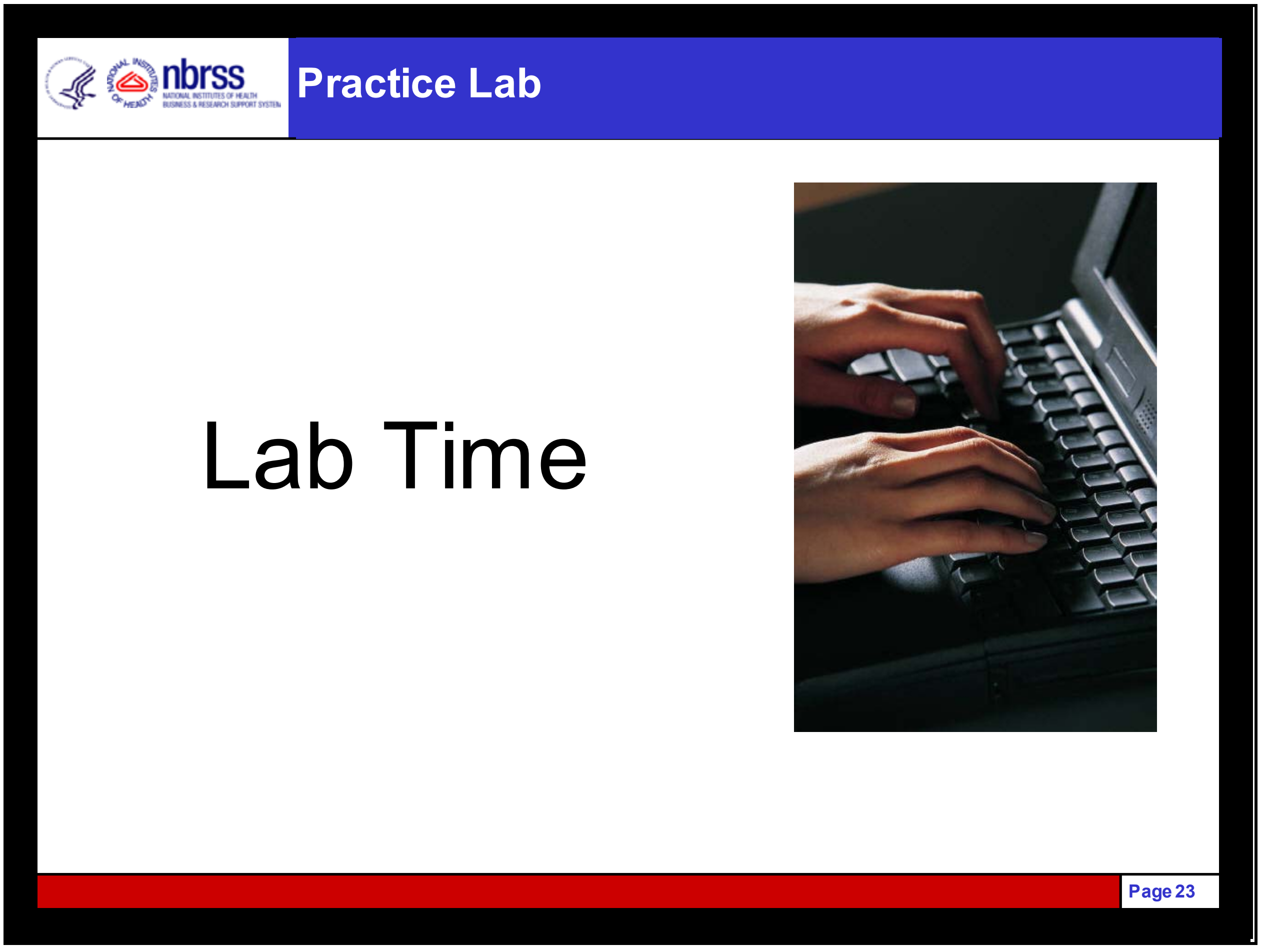
The navigation path for this report is **N > Reports > Accounting**

<u>Report Parameters</u>

GL Date Range: Enter the GL Date range for the report

Use this report to determine any unposted items. All items within a period must be posted to the GL before you can close that AR period.

Practice Lab



Lesson Summary

Lesson Summary

In this lesson, you learned how to:

- Run transactions reports
- Run receipts reports
- Run aging reports
- Run other accounts receivable reports

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